केन्द्रीय जनजातीय विश्वविद्यालय आंध्र प्रदेश
Central Tribal University of Andhra Pradesh
(A Central University)
Transit Campus: Kondakarakam, Vizianagaram–535003, AP

Ref. No. CTUAP/Advt-NT/2025/228 Date : 29/01/2025

ADVERTISEMENT FOR THE POST OF CONTROLLER OF EXAMINATIONS

Central Tribal University of Andhra Pradesh invites online applications from the eligible candidates for the post of Controller of Examinations at the Pay Level 14 of 7 CPC. The details can be downloaded from University website (www.ctuap.ac.in).

Date of Commencement of online Application	**30/01/2025**
Last date of submission of online Application	**20/02/2025**
Last date of receipt of hardcopy of online application along with all enclosures	**25/02/2025**

Sl No.	Name of the Post	Pay Level (As per 7 CPC)	No. of Post
1	**Controller of Examinations**	Pay Level-14	01
		Total	01

ELIGIBILITY CRITERIA

Sl. No.	Name of the Post	Eligibility
1	Controller of Examinations (UR) (Level-14) **Age: Preferably below 57 years** (For a tenure of 5 years)	**Essential:** i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration **Or** Comparable experience in research establishment and/ or other institutions of higher education, **Or** 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

GENERAL INSTRUCTIONS FOR APPLICANTS:

1. Candidate must satisfy himself/herself that he/she fulfills the eligibility criteria and conditions for the post applied for. Candidates are advised to fill up the online application carefully and provide the information as required. All applicants are required to apply online in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the online application form as available on the University website www.ctuap.ac.in. The applicants are required to read the details before filling up the form.

2. Minimum eligibility for each position is governed by the Ministry of Education/UGC/Cadre Recruitment Rules of Central Tribal University of Andhra Pradesh in force and amended from time to time. Appointment to the post of Controller of Examinations shall be for a period of (05) five years. There is no provision for absorption on the posts.

3. Experience, qualification and age limit will be reckoned as on the last date of submission of application. Clear, quality self-attested photo copies of all important certificates must be uploaded and attached with the application. Age relaxation for SC/ST, OBC, PwBD candidates will be considered for the respective category of posts as per GOI norms.

4. Relaxations and concessions shall be applicable to the candidates belonging to the SC/ST/PwBD categories as per the notification of Govt of India/ UGC guidelines. A certificate towards proof of respective categories issued recently by the competent authority as per the proforma of Govt. of India should be uploaded with the application form. If the relevant certificates in case of respective reserved categories are not attached with the application, the application shall be rejected and no appeal will be entertained.

5. Any changes/corrigendum/amendments/updation/cancellation notice related to the recruitment process shall be published in the official website of the University only and not in the newspapers. Therefore, candidates are advised to check the University website regularly.

6. The candidates must upload copies of all mark statements (UG & PG). Wherever CGPA is awarded in UG/PG degree, percentage equivalent of CGPA should be provided and the conversion formula approved by the University/Institution should be uploaded as a supporting document.

7. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the name and designation of the issuing authority along with signature and date of issue and seal clearly specifying the duration of work, whether on pay scale or consolidated pay, and last pay received, if applicable.

8. Candidate(s) serving in the Private or Deemed Universities/Organization/Institutions, required to submit Form 16 or ITR for the duration of experience claimed along with salary / pay-scale certificate, Appointment Order and emoluments drawing, failing which, the candidature will not be considered.

9. Candidates must upload soft copies of all certificates and relevant documents in support of their claim in the online application form. Candidates must produce original certificates for verification when called for interview or when required by the University. Therefore, candidates are advised to prepare PDF files of each of the required documents before starting the online application process.

10. Only Matriculation/Secondary School/Higher Secondary School passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted in support of date of birth.

11. Candidate who is already in service shall submit his/her application through proper channel along with vigilance clearance certificate from the competent authority. However, he/she may send an advance copy of his/her application and in case his/her application is not forwarded due to whatever reasons till the time of interview, he/she should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer.

12. All certificates, which are not in English or Hindi, need to be translated preferably to English and the same shall be self-attested.

13. The University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the candidate and the candidate alone would be responsible for consequences if any.

14. Applications will be scrutinized by a Scrutiny Committee and a list of eligible/ ineligible candidates will be prepared.

15. The list of short-listed candidates for Interview will be published on the University Website i.e., www.ctuap.ac.in and Samarth Portal (https://ctuapnt.samarth.edu.in/) also will be communicated to the eligible candidates by e-mail. Candidates are advised to regularly visit the University website and Samarth Portal for the latest information about progress in scrutiny work, important dates of interview. Any excuse / complaint for not visiting the University website shall not be entertained.

16. Mere possession of eligibility conditions shall not entitle a candidate to be called for interview. The University may restrict the number of candidates to be called for interview on the basis of higher norms than the minimum prescribed qualification and experience or adopt measures to short list applications such as holding written test.

17. The dates and mode of interview will be communicated through email only to the shortlisted candidates.

18. **MODE OF SELECTION:** Based on Interview.

19. No TA/DA will be paid for attending interview.

20. The University shall verify the antecedents and documents submitted by candidates at the time of appointment or during the tenure of the service.

21. Suppression of factual information, production of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature. In case, any defect/discrepancy is detected at any point of time in future even after appointment that the candidate is not eligible as per the prescribed qualification, experience, etc. which could not be detected at the time of test/interview due to various circumstances, his/her appointment shall be liable for termination forthwith without any notice.

22. The appointment of selected candidate will be governed by the provisions under CTUAP Act, Statutes, Ordinances / UGC regulations and GoI Rules.

23. The service of selected candidate is liable to be terminated without any notice for any act of indiscipline, inefficiency, misconduct, disloyalty and/or commission of an act involving moral turpitude.

24. University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate, unsuccessful transaction by Payment Gateway etc.

25. In case of any dispute, any suit or legal proceeding against the University, the territorial jurisdiction shall be High Court of Andhra Pradesh, Amaravati.

26. The University reserves the right to Revise/Reschedule/Cancel/Suspend/withdraw the recruitment process without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.

27. Canvassing in any form is prohibited and will be treated as a disqualification for the post.

28. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

29. The candidates are advised to apply online as per the schedule notified in the advertisement. Application received through any other mode would not be accepted and summarily rejected.

30. Incomplete application in any respect will not be considered and will be summarily rejected.

1. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
2. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
3. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

31. APPLICATION PROCESSING FEES:

Candidates are required to pay the prescribed application processing fee through online mode only. Application processing fee is non-refundable under any circumstances. Application submitted for a particular post is not transferable to any other post.

(i) Non-Refundable fee for UR/OBC category candidate is Rs 2000/-

(ii) Non-Refundable fee for SC/ST/PWD category candidate is 1000/-

32. HOW TO APPLY:

(i) Interested candidates have to submit the ONLINE APPLICATION FORM made available in the university website following the instructions given therein before the last date of application.

(ii) After successfully submission of the Application form, the hard copy of application form along with Self-attested copies of the certificates of proof of Age, qualifications, experience and caste shall be sent to the below address.

To,

The Recruitment Cell

Central Tribal University of Andhra Pradesh

Kondakarakam, Vizianagaram (AP) 535003

(iii) Hardcopy of application form along with all the enclosures **MUST REACH** to the University before last date as prescribed above in a closed cover super-scribing **Application for the post of Controller of Examinations** and the advertisement No. CTUAP/Advt-NT/2025/228 dt. 29/01/2025 of the post as prescribed in the advertisement. **THE APPLICATION RECEIVED AFTER THE LAST DATE WILL BE SUMMARILY REJECTED WITHOUT ASSIGNING REASON. ANY KIND POSTAL DELAY SHALL NOT BE CONSIDERED.**

(iv) Candidates are required to have a valid personal email address. It should be kept active during the process of recruitment. The CTUAP will send call letters for test/Interview as the case may be through the registered email address or the same may be downloaded from the designated portal. In case, a candidate does not have a valid personal email address, he / she should create his / her new email address before applying Online.

(v) The name of the candidate, Date of Birth and his / her Parents' name, e-mail & mobile number etc. should be spelt correctly in the application as it appears in the class 10th certificates / marks sheets. Any change / alteration found may disqualify the candidature.

How to Apply:-

Interested candidates have to submit the **ONLINE APPLICATION FORM** made available in the university website (www.ctuap.ac.in) or (https://ctuapnt.samarth.edu.in/) following the instructions given therein before the last date of application. The hard copy of the online application along with –

- Self-attested copies of the certificates for age proof, qualifications, experience, caste etc.;
- No Objection Certificate should also indicate the vigilance clearance from the parent department.

IMPORTANT NOTE: -

In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the email address **recruitment@ctuap.ac.in**

Sd/-
Registrar

Declaration

I, _____ son/daughter of _____ hereby declare that all the entries made by me in this application are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the University without any reason thereof.

Date:_____ Signature of the applicant

Place: _____ _____

(Name in Capital letter)

ENDORSEMENT BY THE EMPLOYER (FOR IN SERVICE APPLICANTS)

a) In case of in-service candidates in Government/Semi-Government organizations/ Public Sector Undertakings/ Autonomous Organizations, the endorsement form must be signed by the employer.

b) In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer must be submitted at the time of joining.

Forwarded to the Registrar, Central Tribal University of AP, Vizianagaram-535003 (India)

The applicant Dr/Mr./Mrs./Ms. _____ who has submitted this application for the post of Controller of Examinations in the Central Tribal University of AP, Vizianagaram, has been in employment _____ _____ a permanent capacity with effect from _____ in the Scale of Pay of Rs._____. He / She is drawing a basic pay of Rs._____. His /Her next increment is due on _____.

Further, it is certified that no disciplinary and or vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Central Tribal University of AP, Vizianagaram and in the event of selection, he/she will be relieved to join Central Tribal University of AP, Vizianagaram as per rules.

Signature of the forwarding officer

Name:_____

Designation: _____

Place: _____

Date: _____